

**LOSS PREVENTION SUBCOMMITTEE
MEETING MINUTES
WEDNESDAY, October 13, 2004**

LOSS PREVENTION SUBCOMMITTEE MEMBERS PRESENT

Kathy Gastreich, Chair	Department of Corrections
Larry Keller	Department of Ecology
Carole Mathews	Department of Labor & Industries
Linda Ramsey	Military Department
Stephen Simmons	Department of Social and Health Services
Tom Wendel	Office of the Attorney General

ABSENT MEMBERS

Dennis Anderson	Department of Health
Gary Andrews, Co-Chair	Department of Corrections
Andreta Armstrong	Department of Licensing
Clifford Frederickson	Clover Park Technical College
Bill Henselman	Department of Transportation
Jim Smego	Department of Natural Resources

OFM STAFF PRESENT

Jolene Bellows
Nancy Heyen
John Nicholson

GUESTS

John Eastin	Department of Agriculture
Jodie Jones	Department of Fish & Wildlife
Mark Johnson	Department of Agriculture
Diane Perry	Washington State Patrol

CALL TO ORDER

Chair, Kathy Gastreich, called the meeting to order at 1:30 p.m.
Members, guests and staff introductions.
Minutes from the July 14, 2004 meeting were approved.
Committee discussion proceeded with the items on the previously published agenda.

SUBGROUP REPORTS AND DISCUSSIONS

Nancy Heyen – The training sub-group met together and Nancy met personally with Doug Spohn, manager of DOP's HELP Academy training program. As a result of sub-group discussion, 3 objectives were developed outlining purpose and implementation: 1) a credit on the self insurance premium for agencies that participate in employment practices training; 2) RMD could participate in the HELP Academy training by having a time slot to present current claims statistics and facts on actual case studies; and 3) RMD could partner with DOP to conduct a survey of agency HR managers to identify current training practices.

Linda Ramsey – The hiring process sub-group had a meeting in September with Bob Hahn from DOP to discuss existing training information as it relates to the hiring process. The committee will be working on a more extensive search of the web on hiring processes by other organizations and continue to find out what other agencies are doing to enhance the hiring process.

Jolene Bellows – Communication strategies sub-group met and discussed the need to reach a targeted audience; and provide information in the form of "best practices" format combined with "lessons learned". The sub-group recommended making more information available on the hidden costs of employment practices claims and identify links to websites. We also need to look for creative ways to reach field employees who have limited access to computers or the office.

Kathy Gastreich – In Gary's absence, Kathy presented the dispute resolution process sub-group report. She shared that there was a need for a trained employee to provide mediator services for the agency. She provided a copy of a brochure – "State of Washington Interagency Mediation Project for Workplace Disputes".

AGENCY EXAMPLES OF STRATEGIES, TOOLS AND INFORMATION FOR SUPERVISORS

Larry Keller made a presentation on personnel tools/information available for supervisors. He provided a packet of information that collected together a variety of Department of Ecology guides, manuals, and website resources (screen prints) that DOE currently makes available to supervisors. He flagged specific pages discussed such as web pages to Employee Services/manager tools, Guidelines for the Interview Process, ABCs of Human Resources Paperwork, Employee Services, and Department of Personnel web page links from the Ecology site. A revelation that Larry had in preparing this information is that in spite of the abundance of information available to supervisors via the Ecology websites, more could be done to help supervisors USE the information. Linda gave an example of one DOP site that had valuable information for supervisors, but would be hard to find if you were not an HR expert and/or versed enough to know the topic name applied directly to supervisors.

Department of Agriculture Budget Director Mark Johnson and Human Resources Manager John Eastin briefly described their agency mission, organization and historical loss status. They are increasing education and communication about risk management in their agency. They detailed activities in place or being planned to address workplace safety and health, automobile liability and civil rights. For instance supervisor and managers are attending HELP Academy modules with the expectation that 50% will be trained by 6/05. Another key strategy is for more field visits by HR staff particularly when employees have questions or concerns. Training course offerings are being expanded to facilitate different training needs and will include a cross-section of vendors.

NEW EMPLOYMENT PRACTICES CLAIMS DATA REPORTS

Jolene discussed a new package of data reports available from OFM. Tom Wendel noted that report 1 (comparison of civil rights claims to all other general liability claims) currently only charts frequency. If shown by severity, the percentage of civil rights to all other general liability claims actually would be greater. Tom suggested there be a side-by-side chart of both frequency and severity for chart 1. Jolene will follow-up to make this change. A suggestion was also made to break down the category of discrimination on the chart in report 5. Jolene pointed out the difficulty of doing this due to the frequency of multiple cause listings.

REPORT TO RMAC AND SUB-GROUP EXPECTATION

Kathy indicated that there will be substantial information to report about the LPSC progress to date at the December 2004 RMAC meeting. However, she reiterated there is an expectation for the sub-groups to have two or three well-defined recommendations completed by the end of December. Send final recommendations to Jolene.

Meeting dates for the upcoming year were discussed.

Proposed Schedule of 2005 Dates

Wednesday	January 12, 2005
Wednesday	April 13, 2005
Wednesday	July 13, 2005
Wednesday	October 12, 2005

Unless otherwise indicated, these dates will be finalized at the January 12, 2005 LPSC meeting.